

Columbia County Building Department  
 135 NE Hernando Ave, Suite B-21  
 Lake City, FL 32055  
 Phone: 386.758.1008

Please email request to bldginfo@columbiacountyfla.com

### Change of General Contractor Request

Property Owners Name: Ellen J. Stewart  
 Job Site Address: 343 NW Ivy Glen, Lake City, FL 32024

FOR OFFICE USE	
DATE RECEIVED:	_____
<input type="radio"/> APPROVED <input type="radio"/> DENIED	
COMPLETED CHANGE: <input type="radio"/> YES	
DATE PROCESSED:	_____
PROCESSED BY:	_____
NOTES:	_____

**Permit Information**

- Permit #: \_\_\_\_\_
- Original General Contractor Name: Michael Earnest
- License #: IH/1121539
- New General Contractor Name: Robert Sheppard Mobile Homes Setup LLC
- License #: IH/1025386/1

\*Note: If the property owner will now be acting as Owner-Builder, please check below and attach an Owner Disclosure Statement.

The Owner will now be acting as Owner-Builder.

**Reason for Change:**

**Important Information & Requirements**

- This form must be fully completed and notarized by all parties as indicated below.
- A new building permit application must be submitted with the new contractor's notarized signature.
- Updated plans may be required depending on the scope of work and current permit status.
- Licensing and insurance documentation for the new contractor is required.
- If the original contractor's signature cannot be obtained, the property owner must submit a notarized letter affirming that the contractor has been terminated.
- Depending on the circumstances, a new permit may be required.

**Hold Harmless Acknowledgement**

The undersigned agree to indemnify and hold harmless the Columbia County Building Department, its officers, agents, and employees from any claim, action, or liability arising out of or related to this Change of Contractor.

**Signatures (All must be notarized)**

• **Property Owner**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 State: \_\_\_\_\_ County: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is  personally known to me or  has provided the following identification: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_ Notary Seal: \_\_\_\_\_  
 Notary Signature: \_\_\_\_\_

• **Original Contractor**

Printed Name: Michael Earnest Date: 6/3/26  
 Signature: [Signature]  
 State: FL County: Marion

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this 3<sup>rd</sup> day of June, 2026, by Michael Earnest, who is  personally known to me or  has provided the following identification: \_\_\_\_\_

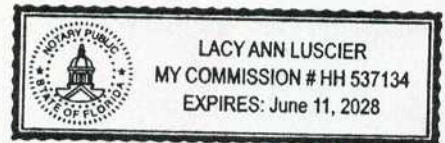
Notary Printed Name: Lacy Ann Luscier Notary Seal: \_\_\_\_\_  
 Notary Signature: [Signature]

• **New Contractor**

Printed Name: Robert Sheppard Mobile Homes Setup LLC Date: 5/6/26  
 Signature: [Signature]  
 State: Florida County: Columbia

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this 6 day of May, 2026, by Robert Sheppard, who is  personally known to me or  has provided the following identification: \_\_\_\_\_

Notary Printed Name: Rosanne L Sparks Notary Seal: \_\_\_\_\_  
 Notary Signature: [Signature]



Published 10/2025